

# Food & Consumer Safety

DPHHS-FCSS now accepts credit cards (Visa, Mastercard, Discover, AmEx) and electronic checks for the renewal of existing licenses. There will be a nominal transaction fee of approximately **\$2.00 - \$5.00** per license.

## Web Browser Note

<b>Do NOT utilize Google Chrome</b> 
<b>Use Internet Explorer or</b> 
<b>Firefox</b> 

**DPHHS-FCSS now provides customers with the opportunity to renew existing licenses online! We accept credit cards (Visa, Mastercard, Discover, AmEx) and electronic checks.** There will be a nominal transaction fee of approximately **\$2.00 - \$5.00** per license.

The transaction fee is calculated as follows:

- Credit/Debit Cards: **\$1.25** per transaction + approx. **2%** of purchase amount (License fees).
- Electronic Checks: **\$2.00** per transaction, regardless of purchase amount.

This fee is added to the license fee listed in the 'Transaction Summary' when a 'Payment Type' is selected.

This transaction fee is NOT refundable.

To begin the process, you will need:

- The renewal notice mailed to you in November, or a copy of your 2014 license; and
- Banking information – either a credit card or the bank information found on the bottom of your checks.

To renew, just follow the 5 steps on the website. You will have the opportunity to print a receipt when the process is completed.

**TIPS:**

- Do not use the '&' symbol in the 'ESTABLISHMENT NAME', just leave a blank space.
- Items marked with an \* are required information. If you do not have an email address, just enter [license@mt.gov](mailto:license@mt.gov).
- Under 'FIRST NAME' and 'LAST NAME' in the 'Customer Information' section, you may enter the name of the owner, the name of the manager, or the name of the person entering the information.

If you have any questions, please call FCS at (406) 444-2415 or email us at

[HHSFCS@mt.gov](mailto:HHSFCS@mt.gov)

Thank you!

[Click Here To Renew License](#)